

WHAT CONSTITUTES AN EMERGENCY CALL

The purpose of this policy is to define what is an emergency. Examples are: floods, fires, pipe breakage, water leaks and unscheduled utility shutdown.

OFFICE PROCEDURE

FLOODS:

- If someone calls to report a major flood (more than 2 rooms), write down the location and type of flood; tell the caller to call the Clinical Center Maintenance Unit (CCMU), at 496-5862 (see policy Building: Emergencies Floods).

WATER LOSS OR POWER OUTAGE:

- If someone calls to report a major water loss or power outage (more than 10 rooms), write down the location of the loss; tell the caller to call the CCMU at 496-5862 (see policy Building: Emergencies Loss of Water and Power Outage).

FIRE OR ODOR:

- If someone calls to report a fire or odor, write down the location and type of emergency, then tell the caller to dial 116 to report the emergency to the Fire Department (see policy Building: Emergencies Fire).
- All chemical, biological, and radioactive emergencies are handled by the NIH Fire Department, call 115 (see policy Building: Emergencies Fire).

STRUCTURAL FAILURE:

- If someone calls to report a structural failure (entire ceiling collapses, personal injury caused by failure, further damage could result if immediate reaction is not taken), see policy for Structural Failure.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director